

## **CITY OF BURBANK**

### **LIBRARY MONITOR**

#### **DEFINITION**

Under direction, to monitor the public and non-public areas of the Library; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Patrols and monitors public and non-public areas of a Burbank library; maintains proper discipline; keeps records, as necessary, on disciplinary problems; takes all measures necessary, including exclusion from the Library, in order to maintain an environment conducive to the best possible use of materials and services; may collect overdue Library material; performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - Common library facilities and procedures.
- Ability to - Secure cooperation of patrons in observing library rules; take action, as needed, to maintain order; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.